

SENIOR FLEET EQUIPMENT MECHANIC

Purpose:

To actively support and uphold the City's stated mission and values. To perform skilled advanced journey level mechanical work in the maintenance and repair of a variety of automotive and related equipment; and to exercise technical and functional supervision of equipment mechanics and service workers performing scheduled preventative maintenance on City equipment.

Supervision Received and Exercised:

Receives general supervision from a Fleet Supervisor or from other supervisory or management staff.

Exercises technical and functional supervision over technical and maintenance staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Functionally supervise and instruct other mechanics and entry level service workers in the proper techniques of preventative maintenance or repair on all City owned fleet equipment; provide hands on mentoring to entry level mechanics on duty.
- Generate work orders, assign work duties and order parts for repairs on worn or damaged City equipment.
- Provide technical expertise to management staff with recommendations for equipment replacement program, utilizing hands on shop and field experience.
- Coordinate battery replacement and warranty programs with local vendors, operates and maintains a unique battery recycling program.
- Monitor, record and manage Fleet Facilities fuel, coolant, oil and related lubrication inventories; maintain oil and coolant analysis program with contracted vendors.

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Senior Fleet Equipment Mechanic (continued)

- Research O.E.M. maintenance recommendations for wide variety of City owned fleet equipment; update new equipment data to Fleet software program and determine appropriate preventative maintenance timeline schedules.
- Manage oversight of preventative maintenance program.
- Repair and rebuild gasoline and diesel engines, generators, air compressors, auxiliary engines, heavy-duty pumps and hydraulic valves.
- Test, adjust and tune engines, fuel injection systems, fuel and oil pumps and governors; fit and adjust bearings, valves, pumps and carburetors.
- Grind valves and heads; hone engine cylinders and rebuild rear ends and other assemblies on automobiles, buses, trucks, fire trucks and heavy equipment; balance wheels and align front ends.
- Repair or rebuild air and hydraulic brake components, drums, discs and cylinders; service, adjust and repair hydraulic systems and power take-offs on heavy equipment.
- Install and repair air conditioning units in vehicles.
- Remove, repair, rebuild and replace automatic and manual transmissions, transmission components, flywheels, clutches and differentials.
- Perform welding tasks for automotive maintenance and repair; weld, fabricate and machine parts and accessories.
- Test for location and nature and repair defects affecting automobile electrical systems.
- Test drive vehicles to ensure all repairs and maintenance have been completed; transport vehicles in need of warranty repair to and from various dealerships; transport vehicles in need of repair to City Equipment Maintenance Shop.
- Perform all work in accordance with current manufacturer's specifications; comply with all safety procedures and OSHA standards; inform supervisor of safety hazards in the shop.
- Clean and properly store shop tools and equipment; turn in any broken or inoperative shop tools immediately; report any malfunctions of shop fixtures to supervisor.

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Senior Fleet Equipment Mechanic (continued)

Maintain cleanliness of assigned work area; maintain records of work performed; operate and input information into a computer; generate work

orders; update and maintain files.

Assume responsibilities of shift supervisor as necessary.

Act as quality control liaison with shift supervisor.

Perform related duties as assigned.

Minimum Qualifications:

Experience:

Two years of experience as a journey level automotive and heavy equipment

mechanic.

Education:

Formal or informal education or training which ensures the ability to read and write

at a level necessary for successful job performance.

Licenses/Certifications:

Requires the possession of a valid Arizona Class A Commercial Driver's License

(CDL), with the appropriate endorsements.

Possession of an Arizona Department of Environmental Quality, vehicle emission

inspectors license for diesel and non-diesel vehicles.

Possession of an appropriate certification in the proper use of R-134a refrigerant

recovery and recycling equipment.

Possession of an appropriate valid Arizona forklift operator's certificate.

Automotive Service Excellence (ASE) certification is preferred.

Special Requirements:

Possession of a complete set of mechanic hand tools.

Examples of Physical and/or Mental Activities:

(Pending)

Effective February 1990

CITY OF TEMPE Senior Fleet Equipment Mechanic (continued)

Competencies:

(Pending)

Job Code: 245

Status: Non-Exempt / Classified